

SECRET

NPIC/PPBS/RAD-12/70
27 March 1970

MEMORANDUM FOR: Executive Director, NPIC

SUBJECT: NPIC/IEG Publications Formats

1. In response to your expressed interest in reducing the variety of NPIC/IEG publications formats, I've held two meetings with Group representatives plus discussions with several other individuals on the subject. It is generally agreed that some consolidation of BIIRs, BIIBs, PIRs, PIBs, and PIMs is desirable.

2. I have explored your preference for publishing three types of reports (BIIR, PIR, and PIM) and [] recommendation for two types (IIR and IIM) in terms of advantages, disadvantages, and other concerns attendant to format changes or even a simplification of covers.

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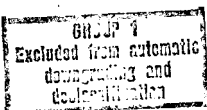
3. The existing five publications fall into two distinct areas - Basic and non-Basic. The Center has a major requirement responsibility in both areas. While the Center can exercise its own options for changes to non-Basic products, it must coordinate with COMIREX for approval on proposed changes affecting the NTP Basic Program. It seems only logical that any proposal for change should include at least two basic considerations.

a. The change would provide a significant benefit to NPIC without adverse affects to other NTP member organizations.

b. The change would provide benefits in general to NTP member organizations.

4. The Basic Reporting Program formats established by COMIREX D-31.3/5 are now in their third year and are well rooted even beyond their original definition (see attached pp 1. D-31.3/5). The BIIR is invariably considered to be a complete, basic report on a COMIREX target. The BIIB is generally identified as an update or partial update to a BIIR or as a negative report on one or more targets within a target category. Both are assigned separate control numbering systems and are most probably filed in a variety of ways in the community. The readily identifiable update or negative report (BIIB) would be lost to a single BIIR or IIR system. The lower volume producers - FTD, NRTSC, and USAIIC seldom publish or need to publish BIIBs. But, NPIC, DIA, and IAS publish a substantial share of both.

Declass Review by
NIMA/DOD



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5. The non-Basic NPIC publications (PIR, PIB, and PIM) offer a convenient consolidation very much along the lines of [] concept. My concern or difference at this point is focused mainly on the labeling of NPIC publications as expressed by yourself and []

? a. The word "Photographic" in recent years has given way more and more to "Imagery." The newer term conveniently covers our increasing involvement with non-conventional systems. Our personnel are no longer listed as PIs. They are Intelligence Research Specialists-Imagery Analysis. And of course, there is the Imagery Analysis Service.

b. The "Memorandum" title given to our hard copy publications is a relative newcomer to the Center reporting system. The term has meaning within the Center, particularly in the PSG production scheduling system (Selected Briefs - hours, PIMs - usually days, and PIRs - usually weeks). I seriously doubt that the term has much meaning to the community in general. Reports and Briefs are well established and understood in the community.

5X1 6. In line with [] distinction between two types and purposes for reports, I therefore recommend that NPIC publish two non-Basic reports but that they be labeled Imagery Interpretation Reports and Imagery Interpretation Briefs. I would also recommend that the number of pages currently prescribed for each be eliminated. I see no reason to consider that a complete report in some cases, should not be a single page or that a brief report should not in some cases, include more than one page. The scope of the requirement and supervisory responsibility should control the length of all publications.

7. Now, we have three considerations for NPIC/IEG publications.

5X1 [] (3 publications)

- Basic Imagery Interpretation Report (BIIR)
- Photographic Interpretation Report (PIR)
- Photographic Interpretation Memorandum (PIM)

5X1 [] (2 publications)

- Imagery Interpretation Report (IIR)
- Imagery Interpretation Memorandum (IIM)

5X1 [] (4 publications)

- Basic Imagery Interpretation Report (BIIR)
- Basic Imagery Interpretation Brief (BIIB)
- Imagery Interpretation Report (IIR)
- Imagery Interpretation Brief (IIB)

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8. Discussions with PSG indicate that with any of the preceding variations, no appreciable gains would be made in the production process, nor would any serious problems be encountered. PSG has expressed a preference for maximum standardization for general ease in handling. Simplification of procedures in the production process tends to increase efficiency. We must be mindful therefore that even though strict formatting of all products is neither practical nor desirable, a general consistency in report body formats if maintained, will reduce opportunities for production errors and burdensome handling. Joint efforts of IEG, PSG, and DIAAP-9 are already underway in an attempt to establish some standardization of table formats in reports. The preparation of tables for reports has always been a high cost item because every table is unique.

9. We have spent much effort and concern in managing the production of reports for the Basic Reporting Program. Their formats/labels are distinctive from other reports. They are scheduled for production under a unique system. Serious consideration must be given to any changes which may impact on this situation.

10. Finally, my recommendation is determined largely on balancing minimum costs or inconveniences against what appears to be a small but worthwhile gain.



Chairman, Production Management Board
NPIC

Distribution:

- Orig & 1 - Addressee
- 1 - NPIC/IEG
- 1 - NPIC/PSG
- 2 - NPIC/PPBS/RAD

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FROM JJH			DATE 3/30/70
TO	INITIALS	DATE	REMARKS
DIRECTOR	3	CU 4/6	<p><u>FYI</u></p> <p><i>Very good solution - with consideration for future changes -</i></p> <p><i>(And requires no new cold drafts for my alterations to flutter in!)</i></p> <p><i>(Signature)</i></p>
DEP/DIRECTOR	1	3/30	
EXEC/DIRECTOR			
SPECIAL ASST		M 3/30	
ASST TO DIR	2	TAC 3/31	
HISTORIAN			
File	4		
CH/PPBS			
DEP CH/PPBS			
EO/PPBS			
CH/IEG			
DEP CH/IEG			
EO/IEG			
CH/PSG			
DEP CH/PSG			
EO/PSG			
CH/TSSG			
DEP CH/TSSG			
EO/TSSG			
CH/SSD/TSSG			
PERSONNEL			
LOGISTICS			
TRAINING			
RECORDS MGT			
SECURITY			
FINANCE			
DIR/IAS/DDI			
CH/DIAXX-4			
CH/DIAAP-9			

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30 March 70

Ch, IEG

Ch, PSG

Ch, R&A Div, PPBS

Copies sent
3/30/70
JAL

Re NPIC report covers:

- Here is how we'll go --
- Three kinds of reports will be dignified with hard covers, in addition to the Oak:
 - Photo Interpretation Note
 - Photographic Interpretation Report
 - Basic Imagery Interpretation Report
- Reasoning: We do need a formal vehicle for conveying

new info rapidly but not exhaustively. Our use of the label "Memorandum" has bothered me because it implies a "roundness" of content & sources & analysis which should be reserved for the all-source intelligence production offices. Ergo, my choice of "Note" and use of the short version "Photo".

- PIRs are understood as thorough reports in terms of PI input of all related PI info, but can be on matters of current ~~and~~ concern as well as less urgent subjects.

- I prefer to stick to use of "Photographic" and "Photo"

for ~~PIRs~~ PIRs & PINs
because photography is
the dominant technique. When
other techniques become more
useful & used, I'll reconsider.

- I think we must continue
to use B-I-I-Report for
that kind of reporting. On the
other hand, I see no need to
dignify B-I-I-Briefs with
hard covers. Let us use "Briefs"
* for ^{short} up-dates of BIIRs, but
simply give them ^(Briefs) a format
heading on the first page (above
the data block) which identifies
it as a B-I-I-Brief
from NP I-C, plus
category of facility and date

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of report. Then slap a soft
TK^{security} cover on it & ship it out.

* - In other words, use
"Brief" for ^{short} updates only.

All other Basic reporting
will be given hard B-I-I-R-
cover.



25X

MEMORANDUM FOR: ~~JSB~~

Here are papers prepared by
[redacted] discussing
simplification of NPIC/IEG report
formats.

[redacted] in his paper does not
discuss in any detail the effect
of eliminating the PIB. I suppose
we may assume that this type of
reporting would be included in
(DATE)

As I see it, ~~it's only one that~~
should be dropped now is the
PIB. I prefer the word
"photographic" to "imaging". The
latter always seemed a little
gimmicky to me. We are not
involved in IR or radar photography
to any extent as yet. To our
customers I would think the
word "photographic" conveys a
clearer picture of what we are doing.

CENTER ROUTING SLIP

FROM <i>PPBS/RAD</i>			DATE <i>27-03</i>
TO	INITIALS	DATE	REMARKS
DIRECTOR			<i>1-2 For Review:</i>
DEP/DIRECTOR			
EXEC/DIRECTOR	<i>X</i>	<i>3/30</i>	
SPECIAL ASST	<i>1</i>	<i>3/30</i>	
ASST TO DIR			
ASST TO DEP/DIR			
CH/PPBS			
DEP CH/PPBS			
EO/PPBS			
CH/IEG			
DEP CH/IEG			
EO/IEG			
CH/PSG			
DEP CH/PSG			
EO/PSG			
CH/TSSG			
DEP CH/TSSG			
EO/TSSG			
CH/SSD/TSSG			
PERSONNEL			
LOGISTICS			
TRAINING			
RECORDS MGT			
SECURITY			
FINANCE			
DIR/IAS/DDI			
CH/DIAXX-4			
CH/DIAAP-9			